



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
DIVISION OF ESCALANTE CITY



HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB)

**NOTICE OF SCHEDULE OF WRITTEN TEST, SKILLS TEST, AND INTERVIEW
(Administrative Assistant II & III Positions)**

To: **HRMPSB Members**
HRMPSB Secretariat
All Applicants for Administrative Assistant II & III

Subject: **Conduct of Written Test, Skills Test, and Interview**

Date: **April 27, 2026**

Please be informed that the written test, skills test, and interview for applicants to the Administrative Assistant II and III positions, as published under **Division Memorandum No. 100, s. 2026**, shall be conducted on **April 29, 2026, at 9:00 a.m.**, at the **Division Library, Old SDO Site, Brgy. Balintawak, Escalante City**.

Applicants are advised to check their Individual Evaluation Results (IER) posted on the SDO bulletin boards and disseminated through the official group chat. Applicants must secure and bring their assigned Application Code, which will be required during the written and skills examinations.

Qualified applicants are required to bring the following:

- Laptop
- Ballpen
- USB flash drive

All applicants are expected to arrive on time.


MARITES C. CAPILITAN, PhD
Assistant Schools Division Superintendent
Chairperson, HRMPSB



Deped Tayo Escalante City



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